



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 12/20/13	<u>Interviewer:</u> Sue Guenter-Schlesinger	<b>RFA #13 – 55</b>
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Custodian 1, University Residences		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], Maintenance Mechanic		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input checked="" type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
12/20/13	Sue conducted intake with [REDACTED]	[REDACTED] expressed feeling intimidated and overly scrutinized at work by [REDACTED] Maintenance Mechanic, who he describes as a bully and "really pushy." [REDACTED] describes having a very big workload. [REDACTED] wonders if he is treated this way by [REDACTED] because [REDACTED] is gay. [REDACTED] describes [REDACTED] as not facilitating helpful communication between the custodians, and upon reflection, sees this as largely a communication issue.
12/2013	Sue spoke with Leonard Jones and Martin Reed	Leonard and Martin requested that EOO provide training on communicating across differences for UR custodians. Martin will assure [REDACTED] that his concerns are addressed and training is provided.
1/2013	Sue t/c with [REDACTED]	Sue conveyed that Martin will address [REDACTED] concerns by having EOO conduct training. [REDACTED] is pleased with this solution.

2/25/14	Sue and Laura Eckert provided training	Training provided for UR custodians and FM maintenance mechanics, approximately 40 individuals. Follow-up not completed with [REDACTED] since he retired.
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